



Bureau of Operating Permits
New Jersey Department of Environmental Protection

Air Operating Permit **Renewal Application Forms Package**

Bureau of Operating Permits
New Jersey Department of Environmental Protection
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Operating Permits Helpdesk 609-633-8248

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Applying for an Operating Permit Renewal

The Bureau of Operating Permits has prepared this summary to assist you in renewing an operating permit. The summary includes the contents of the operating permits rule, and the administrative procedures utilized for the renewal of an operating permit.

To continue lawful operation of a facility that has obtained an approved operating permit, a permittee must initiate the renewal of the operating permit by submitting a timely and administratively complete application.

Timely

To be considered timely, the Department must receive an administratively complete renewal application at least 12 months prior to expiration of the operating permit. The applicant is encouraged to voluntarily submit the renewal application at least 15 months prior to expiration of the operating permit, so that any deficiencies in the application may be addressed prior to the application due date. Only applications, which are administratively complete by the application deadline will be eligible for coverage by an application shield.

N.J.A.C. 7:27-22.30(c)

Administratively Complete

To be deemed administratively complete, an application for renewal of an operating permit shall include all information requested by the operating permit application forms package.

N.J.A.C. 7:27-22.30(d)

Application Shield

The Department may grant an application shield when a timely and administratively complete application is received. An application shield allows the facility to continue operations (as the approved operating permit allows) while the renewal application is being reviewed, even if the review extends beyond the expiration date of the approved permit. Unless a facility obtained an application shield, the right to operate the facility terminates upon the expiration of its operating permit.

N.J.A.C. 7:27-22.30(g) and (i)

Changes in Operations Allowed by the approved Operating Permit

Changes made to the facility that are consistent with the 7-day notice provisions, and changes made to insignificant source operations must be described in the renewal application. Standard forms are included in this Operating Permit Renewal Forms Package to assist the applicant.

N.J.A.C. 7:27-22.30(d)

Changes in Operations not Allowed by the approved Operating Permit

A facility may simultaneously include separate applications to make changes at the facility that qualify as significant modifications, minor modifications, or administrative amendments. The Department at its discretion may include approval of these proposed changes along with the approval of the renewal application. The Department intends to approve such changes along with the renewal, however, there may be some circumstances where the review of the changes may take longer than the review of the renewal application. In these circumstances, the Department may choose to not hold up the issuance of the renewal, and approve the requested changes separately.

N.J.A.C. 7:27-22.30(d)

Assistance in completing the application forms

The Department offers assistance to help you understand the application forms and the information requests therein. Instructions to the forms are included in the forms package, and other assistance may be obtained by calling the Operating Permits Helpdesk at 609-633-8248.

Application to Renew an Air Operating Permit

Section 1 **Facility Profile**

Instructions

Provide Facility ID (BOP Program Interest Number), facility name, street, and mailing address exactly as it appears in the approved operating permit.

Facility Information

Facility ID (BOP PI Number):	(REQUIRED)
Facility Name:	
Street Address:	
Mailing Address:	

Application to Renew an Air Operating Permit

Section 2 **Application Certification**

Facility Name: _____ **PI Number:** _____

Certification

Responsible Official as Defined in N.J.A.C. 7:27- 1.4

1. "I certify, under penalty of law, that I have personally examined and am familiar with the information submitted in this renewal application and all attached documents and, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate and complete. I am aware that there are significant civil and criminal penalties, including the possibility of fine or imprisonment or both, for submitting false, inaccurate or incomplete information."

As required by N.J.A.C. 7:27-22.9(c) 3 and (4)

2. "I hereby state that this facility is in compliance with all applicable requirements of the compliance plan and that the facility will continue to comply with all applicable requirements of the compliance plan, except those specifically listed in a compliance schedule."

As required by N.J.A.C. 7:27-22.9(c) 6.i

3. "I will ensure that this facility complies with the accidental release provisions at 42 U.S.C. Section 7412(r) and N.J.A.C. 7:31."

As required by N.J.A.C. 7:27-22.9(c) 6.iii

4. "I will ensure that any architectural coating used at this facility conform with the standards set forth at N.J.A.C. 7:27-23."

SIGNATURE

DATE

PRINT OR TYPE NAME

TITLE

Individuals (may include consultants) with direct knowledge of and responsibility for the information contained within this document as defined in N.J.A.C. 7:27-1.4

5. "I certify, under penalty of law, that I believe the information provided in this document is true, accurate and complete. I am aware that there are significant civil and criminal penalties, including the possibility of fine and imprisonment or both, for submitting false, inaccurate or incomplete information."

SIGNATURE

DATE

PRINT OR TYPE NAME

AFFILIATION - TITLE

Application to Renew an Air Operating Permit

Section 3 **A Summary of 7-day Notice Changes**

Instructions

Complete this form if any 7-day notices were sent to the NJDEP since the approval of this operating permit. With this information, the NJDEP will include the provisions of any eligible 7-day notice changes into the renewed permit.

No.	Date of 7-Day Notice	Brief Description of Change

Application to Renew an Air Operating Permit

Section 4 Changes made to Insignificant Source Operations

Instructions

Complete this form if any changes to insignificant source operations were made since the approval of this operating permit. With this information, the NJDEP will include the provisions of any eligible changes to insignificant source operations into the renewed permit.

IS NJID	Source/Group Description	Equipment Type	Location	Estimate of Emissions (TPY)								
				VOC (Total)	NOx	CO	SO2	TSP	PM-10	Pb	HAPs (Total)	Other (Total)
TOTAL												

Application to Renew an Air Operating Permit

Section 5

A Summary of the results from Testing and Monitoring

Instructions

Complete this form if the permit required emissions testing, continuous emissions monitors or continuous opacity monitors.

Subject Item PT / U	Ref #	Applicable Requirement	Monitoring Requirement	Recordkeeping Requirement	Submittal/Action Requirement	In Compliance	
						Yes	No

Make additional copies of this form if needed.

Application to Renew an Air Operating Permit

Section 6 Compliance Status

Instructions

1. Subject Item: List each subject item from Section I, Facility Specific Requirements Glossary, of the operating permit in this column. Subject items include Facility (FC), Equipment (E), Non-Source Fugitive Emissions (FG), Insignificant Source (IS), Emission Point (PT), Batch Process (BP), and Emission Unit (U). (Reference numbers are required only for Non-Compliance permit requirements. See item 2 below).
2. Compliance Status: Provide compliance status for each subject item in this column. If all the permit requirements for a subject item (for example an emission unit) are in compliance, write "In Compliance". If one or more permit requirements are out of compliance for a particular subject item, provide the reference number for each out of compliance requirement in the first column and write "Non-Compliance" in the 2nd column. (Reference numbers for each applicable requirement are located in the first column of Facility Specific Requirements, Section J of the permit).
3. Method used to determine compliance: Describe how compliance was determined in this column.
4. For the last column, insert a "No" if there are no schedules included in this application to address non-compliance issues in either the current permit , or if "Non-Compliance" was inserted in the 2nd column. Insert a "Yes" if a compliance schedule is included in this renewal application to address non-compliance issues in the approved permit, or non-compliance issues disclosed in this application.

1 2 3 4

Subject Item	Compliance Status	Method used to determine Compliance	Is a Compliance Schedule attached? (Yes/No)
Reference Number	(In Compliance Non- Compliance)		

This is a sample form for instructions only. Use the form provided on page 8.

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Section 6 Compliance Status

Instructions

Read the instruction on page 7 before completing this form.

Subject Item	Compliance Status	Method used to determine Compliance	Is a Compliance Schedule attached? (Yes/No)
Reference Number	(In Compliance Non- Compliance)		
<i>Subject Item</i>			
<i>Reference No.</i>			
<i>Subject Item</i>			
<i>Reference No.</i>			
<i>Subject Item</i>			
<i>Reference No.</i>			

Make additional copies of this form if needed.

Application to Renew an Air Operating Permit

Section 6 Compliance Schedules

Instructions

Complete this form if the permit included any compliance schedules (Section G of the permit) or if there are any non-compliance issues at the time of completing this application form.

Subject Item	Requirement	Compliance Schedule	Compliance Schedule		
Reference Number			Updated	Removed	Added
<i>Subject Item</i>					
<i>Reference No.</i>					
<i>Subject Item</i>					
<i>Reference No.</i>					
<i>Subject Item</i>					
<i>Reference No.</i>					

Make additional copies of this form if needed.

Section 7
Pollution Prevention Reporting

Description

The following evaluation requirements are included to track the facility's progress in several critical areas identified in the National Environmental Performance Partnership System (NEPPS). Nitrogen Oxides (NOx) and Volatile Organic Compounds (VOC) are precursors to the air pollutant Ozone, for which New Jersey is non-attainment with the air quality standard for the protection of public health. The control of Hazardous Air Pollutants (HAPs) is also a focus item for the next decade in order to minimize localized hot spots and general urban air toxics levels. Therefore, the Department is requiring evaluation of emission trends at 5-year intervals for major sources of these air contaminants.

The evaluation of these trends requires no increased monitoring. Rather it utilizes existing monitoring data, as reported annually in Emission Statements (NOx and VOC) and annual Release and Pollution Prevention Reports (HAPs). The intent of this evaluation is to better utilize the existing data by having the company, the public and the Department review major source trends periodically, as part of the 5-year renewal review and the public comment process. The Department requests that the facility-wide trends be presented on graphs for attachment to the public information document for the 5-year renewal.

Pollution prevention includes changes that result in the reduction in use or generation of non-product output per unit of product. Cross media effects are practices that result in transferring the ultimate release or disposal of a contaminant from one environmental medium (e.g. air) to another environmental medium (e.g. water, solid or hazardous wastes).

Information to include with a renewal application

1. The facility will evaluate annual emission trends over the last five years for actual air contaminant emissions of Volatile Organic Compounds (VOC), Nitrogen Oxides (NOx), if the facility's potential to emit VOC or NOx is greater than 25 tons per year, or any Hazardous Air Pollutants (HAP), for which the facility's potential to emit is greater than 10 tons per year. The VOC and NOx emission data should reflect annual emission statement reports submitted pursuant to N.J.A.C. 7:27-21, and the HAP emissions data should reflect the annual Release and Pollution Prevention Report submitted pursuant to N.J.A.C. 7:1G-5 and 6 and N.J.A.C. 7:1K-6. Pages 10 through 12 of this application package includes forms for reporting the annual emission trend data. Sample graphs representing facility-wide trends are included on page 15.

Although not required, the Department encourages the facility to explain the reason for any significant trend, including whether it is the result of cross media shifts (to air, water, or solid waste) and/or pollution prevention. Changes should be itemized for each emission unit (or process) with a potential to emit over five tons per year of VOC or NOx or a potential to emit over one ton per year of any HAP. Also, show the net change for the facility.

2. The facility will summarize annual potential to emit limits (allowable emissions) for VOC, NOx, and HAPs, which are subject to reporting under 1 above, for the last five years. Changes should be itemized for each emission unit (or process) with a potential to emit over five tons per year of VOC or NOx or a potential to emit over one ton per year of any HAP. Also, show the net change for the facility. Pages 10 through 12 of this application package include forms for reporting the annual emission trend data. Sample graphs representing facility-wide trends are included on page 15.
3. The facility will summarize five-year trends in annual VOC, NOx, and HAP emissions, which are subject to reporting under 1 above, on a pound per unit of product basis, based on annual actual emissions and annual production over the five-year period. Changes should be itemized for each emission unit (or process) with a potential to emit over five tons per year of VOC or NOx or a potential

Application to Renew an Air Operating Permit

to emit over one ton per year of any HAP. Also, show the net change for the facility. See page 16 for the sample chart and graph.

4. The facility will discuss five-year trends in actual air contaminant emissions of non-source VOC and HAP fugitives, which are subject to reporting under 1 above; explain measures taken to minimize such fugitives; and provide an explanation for any significant changes. See Page 17.

General Instructions

For the forms in this section, the following definitions may assist you in filling out the requested information.

Year: means the 12 month period beginning 12 months prior to the expiration date of the operating permit. For example, if the operating permit has an approval date of April 4, 2000, then year 1 is the period from April 4, 1999 to April 4, 2000. Year 2 would be the period from April 4, 2000 to April 4, 2001, and so on.

Potential to Emit (PTE): means the emission rates specified in Section C of the approved operating permit. This can also be known as allowable emissions. The PTE may change each year as modifications to the operating permit are approved. When modifications to the operating permit are approved, please report the values from Section C of the permit from the last approved modification for that year.

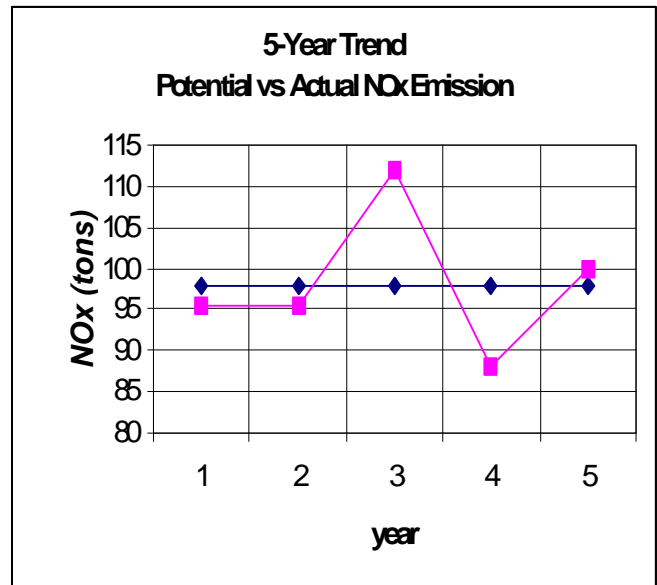
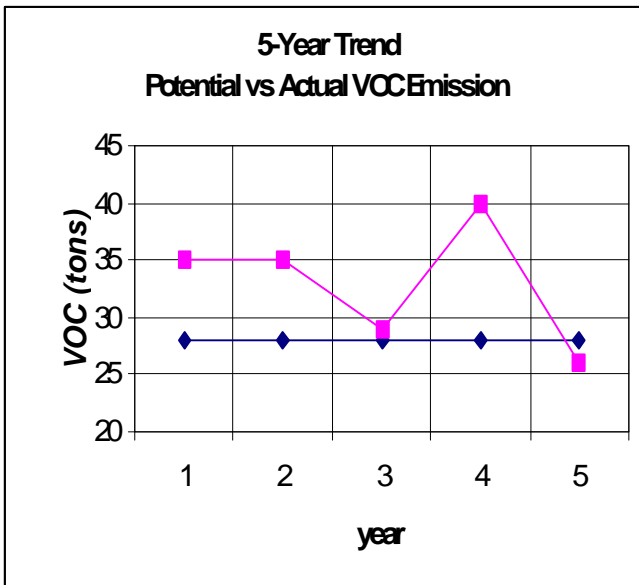
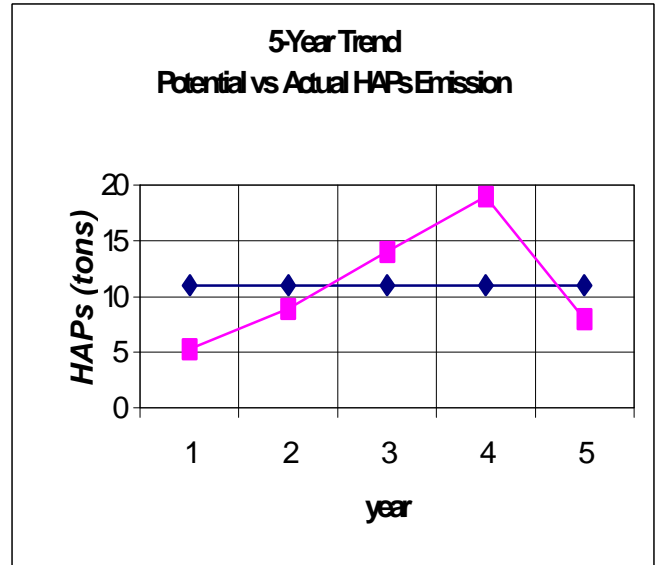
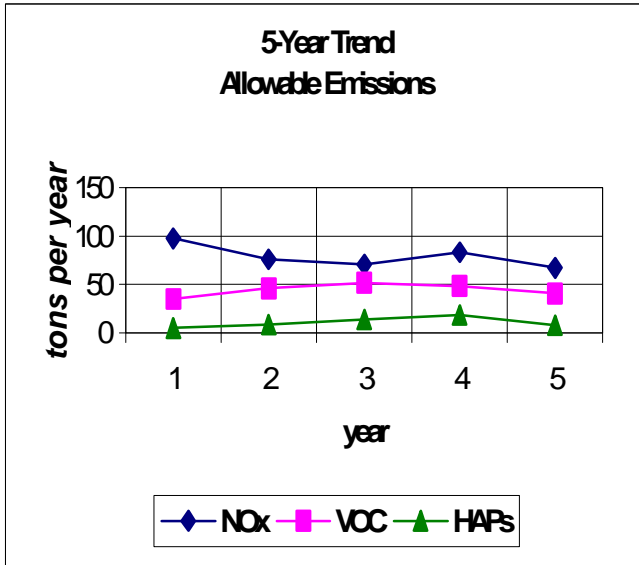
Actual Emissions: air contaminant emissions (tons per year) from annual emission statement reports submitted pursuant to N.J.A.C. 7:27-21, and the HAP emissions data from the annual Release and Pollution Prevention Report submitted pursuant to N.J.A.C. 7:1G-5 and 6 and N.J.A.C. 7:1K-6.

Emission Unit: means the same emission units as in the approved operating permit. A list of emission units is included in Section K, Inventories, of your operating permit.

Net Change: means the difference (increase or decrease) in the emissions over the time period under consideration. For example, if the facility's potential to emit or allowable emission increased from 25 tons in 1995 to 30 ton in 1996, the net change is 5 tons.

Section 7
Facility Wide Trends

Sample Charts



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Section 7 Changes to VOC Emissions for Emission Units

Emission Unit Number		VOC Potential and Actual Emissions (tons per year)				
		Year 1	Year 2	Year 3	Year 4	Year 5
	<i>Potential</i>					
	<i>Actual</i>					
	<i>Potential</i>					
	<i>Actual</i>					
	<i>Potential</i>					
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	<i>Potential</i>					
	<i>Actual</i>					
	<i>Potential</i>					
	<i>Actual</i>					
Totals	<i>Potential</i>					
	<i>Actual</i>					
Net Change	<i>Potential</i>					
	<i>Actual</i>					

Make additional copies of this form if needed.

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Section 7 Changes to NOx Emissions for Emission Units

Emission Unit Number		NOx Potential and Actual Emissions (tons per year)				
		Year 1	Year 2	Year 3	Year 4	Year 5
	Potential					
	Actual					
	Potential					
	Actual					
	Potential					
	Actual					
	Potential					
	Actual					
	Potential					
	Actual					
	Potential					
	Actual					
	Potential					
	Actual					
	Potential					
	Actual					
	Potential					
	Actual					
Totals	Potential					
	Actual					
Net Change	Potential					
	Actual					

Make additional copies of this form if needed.

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Section 7 Changes to HAP Emissions for Emission Units

Emission Unit Number And HAP Compound		HAP Potential and Actual Emissions (tons per year)				
		Year 1	Year 2	Year 3	Year 4	Year 5
	<i>Potential</i>					
	<i>Actual</i>					
	<i>Potential</i>					
	<i>Actual</i>					
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	<i>Potential</i>					
	<i>Actual</i>					
	<i>Potential</i>					
	<i>Actual</i>					
Totals	<i>Potential</i>					
	<i>Actual</i>					
Net Change	<i>Potential</i>					
	<i>Actual</i>					

Make additional copies of this form if needed.

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Section 7 Changes to Insignificant Source Emissions

		VOC Potential and Actual Emissions (tons per year)				
		Year 1	Year 2	Year 3	Year 4	Year 5
Totals	<i>Potential</i>					
	<i>Actual</i>					
Net Change	<i>Potential</i>					
	<i>Actual</i>					

		NOx Potential and Actual Emissions (tons per year)				
		Year 1	Year 2	Year 3	Year 4	Year 5
Totals	<i>Potential</i>					
	<i>Actual</i>					
Net Change	<i>Potential</i>					
	<i>Actual</i>					

HAP Compound		HAP Potential and Actual Emissions (tons per year)				
		Year 1	Year 2	Year 3	Year 4	Year 5
	<i>Potential</i>					
	<i>Actual</i>					
	<i>Potential</i>					
	<i>Actual</i>					
Totals	<i>Potential</i>					
	<i>Actual</i>					
Net Change	<i>Potential</i>					
	<i>Actual</i>					

Make additional copies of this form if needed.

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Section 7 Changes to Non-Source Fugitive Estimated Emissions

		VOC Potential and Actual Emissions (tons per year)				
		Year 1	Year 2	Year 3	Year 4	Year 5
Total	<i>Actual</i>					
Net Change	<i>Actual</i>					

		NOx Potential and Actual Emissions (tons per year)				
		Year 1	Year 2	Year 3	Year 4	Year 5
Total	<i>Actual</i>					
Net Change	<i>Actual</i>					

HAP Compound		HAP Potential and Actual Emissions (tons per year)				
		Year 1	Year 2	Year 3	Year 4	Year 5
	<i>Actual</i>					
	<i>Actual</i>					
	<i>Actual</i>					
	<i>Actual</i>					
Total	<i>Actual</i>					
Net Change	<i>Actual</i>					

Make additional copies of this form if needed.

Application to Renew an Air Operating Permit

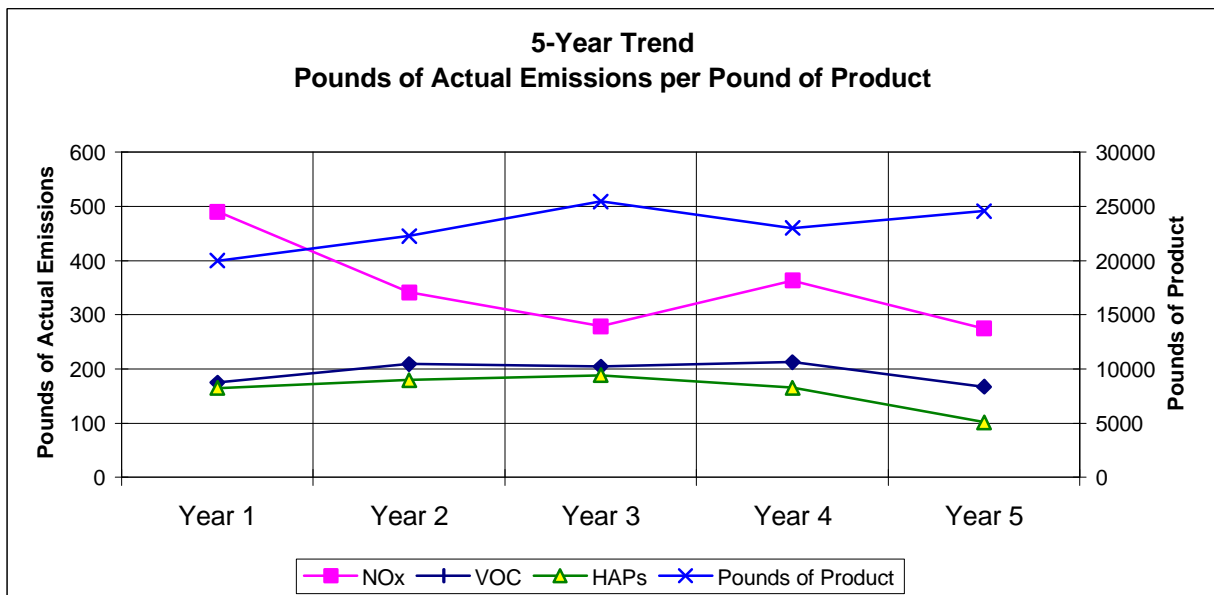
Section 7 Emissions on Pound per Unit of Product Basis

Summarize five-year trends in annual VOC, NOx, and HAP emissions on a pound per unit of product basis, based on annual actual emissions and annual production over the five-year period. Changes should be itemized for each emission unit (or process) with a potential to emit over five tons per year of VOC or NOx or a potential to emit over one ton per year of any HAP. Also, show the net change for the facility.

Air Contaminant	Actual Emissions (pounds per year)				
	Year 1	Year 2	Year 3	Year 4	Year 5
VOC (pounds per year)					
NOx (pounds per year)					
HAPs (pounds per year)					
Pounds of Product					

<u>Net Change</u>	Year 1 and 2	Year 2 and 3	Year 3 and 4	Year 4 and 5
VOC (pounds per year)				
NOx (pounds per year)				
HAPs (pounds per year)				
Pounds of Product				

Sample Chart



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Section 7 **Five-Year Trends**

Although not required, the Department encourages the facility to explain the reason for any significant trend, including whether it is the result of cross media shifts (to air, water, or solid waste) and/or pollution prevention. Changes should be itemized for each emission unit (or process). Also, show the net change for the facility.